

The Work Number for Everyone®

The State of California is pleased to offer **The Work Number for Everyone®**, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything you need that requires proof of employment. It is quick, accurate and best of all it's easy.

What Information Will be Provided to Verifiers?

1. Basic Verification

(Usually required for reference checks.)

- First name, middle initial, and last name spelled out,
- Employment status, job title
- Most recent start or termination date
- Total time with State of California
- Reference Number

2. Basic Plus Verification

(Usually required for small, short-term loans and apartment rentals.)

- All Basic information **PLUS**
- Total rate of pay
- Reference number

3. Full Verification

(Usually required for all major loans, including mortgages.)

- All Basic Plus information **PLUS**
- Gross earnings year to date with a breakdown for overtime
- Gross earnings for prior two years
- Reference number

What is Required For a Verifier to Access Your Information?

1. For Basic Information, you must provide the verifier with:

- Company Code, **10396**
- Last six digits of your SSN and mm/dd of birth
- Tell the verifier to go to www.theworknumber.com or dial 1-800-367-5690

2. For Basic Plus Information, provide the verifier with:

- Company Code, **10396**
- Last six digits of your SSN + mm/dd of birth
- **A Salary Key**
- Tell the verifier to go to www.theworknumber.com or dial 1-800-367-5690

3. For Full Information, provide the verifier with:

- Company Code, **10396**
- Last six digits of your SSN + mm/dd of birth
- **A Salary Key**
- Tell the verifier to go to www.theworknumber.com or dial 1-800-367-5690

How is a Salary Key Obtained?

1. Visit www.theworknumber.com or dial 1-800-367-5690

2. When prompted, enter:

- The State of California Company Code **10396**
- Last six digits of your SSN + mm/dd of birth
- Your PIN (mm/dd of birth)

Record the six-digit Salary Key for future reference. This key is to be given to the verifier in order for them to access the Basic Plus and Full Verification levels.

How Many Salary Keys can be active, and how long are they valid?

You can have a maximum of three active at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system.

The Work Number for Everyone

STATE OF CALIFORNIA COMPANY CODE IS:

10396

To obtain an authorization code, please call 1-800-367-5690 from a touch-tone phone, or go to www.theworknumber.com. Provide the last 6 digits of your Social Security Number, mm/dd of your birth, and your PIN (mm/dd of birth).

Clip and save for future use.

What are the benefits of this service?

- Faster, more efficient, and more complete responses to employment verification requests
- Increased security of sensitive salary information
- Standardized verification procedures
- An audit trail to insure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center

1-800-996-7566

Last Updated October, 2005

**The Work Number Client
Service Center is available to
both employees
and verifiers
Monday – Friday
6 am to 6 pm PDT
1-800-996-7566**



To receive instructions for a free demonstration of the system, visit the web site at www.theworknumber.com

**STATE OF CALIFORNIA
OFFICE OF THE STATE
CONTROLLER**

www.sco.ca.gov

**This service is
available 24 hours per day
7 days a week**

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**The
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**www.theworknumber.com
1-800-EMP-AUTH**

**Basic Employee
Information**